



Pandemic Health & Safety Plan 2021-2022

In response to the coronavirus pandemic and risk of COVID-19, the Willow School has developed the following policies and procedures for the safety of the entire school community. These policies and procedures were developed in accordance with Center for Disease Control's (CDC) recommendations. **As recommendations and situations change updates and revisions to the following may be necessary.**

It is our goal to provide safe and quality care for your child. Keeping in mind the upsurge of the Delta variant of COVID-19 amongst adults and children, we will follow all policies without exception. Some of the policies below may sound rigid, but they are put forth in order to keep your children, our staff and your entire family as safe as is within our power.

School Hours: Upon reopening on August 3, 2020, hours for all classrooms (except for pre-k) will be 8:30 am – 3:30 pm. Hours for our Georgia Lottery Pre-K classrooms will be 8:30 am – 3:00 pm.

After Care Program: After care is available until 5:30 pm for children in the infant, toddlers and twos classrooms and until 6:00 pm for the preschool, pre-k and forest classes. If you wish to participate in after care, please fill out the after care form to designate when your child will be staying for after care. Children that do not regularly attend after care can request to pick up a specific afternoon with 24 hours notice if space is available. We will not grant after care requests with less than 24 hours notice.

Please note that after care requires combining of classes and age groups. Generally, infants will stay in their classroom for aftercare, children 1-2 years old will combine, and children 3-5 years old will combine.

Vaccination Policy: The school will require all staff to be fully vaccinated against COVID-19 unless there is a medical exception documented by a physician. A copy of the vaccination card or medical documentation will be kept in personnel files only accessible to administrative personnel.

Face Mask Policy: The school requires that all adults, including staff, parents and visitors, wear a face mask at all times while inside the school, or during carpool, or at any time in close proximity to others either inside or outside.

The school requires that all children three years old and older wear a face mask at all times while inside the school, during carpool or when in close proximity to others during outside play (i.e. small group work outside). Children will not be required to wear face masks while eating, sleeping or outside free play.

Visitors – The school will limit access to the facility to staff and children and service persons for essential repairs and deliveries. We hope to begin inviting parents to participate in the daily life of the school and will create a system for those visits at such time that it is feasible. Parents coming inside the school and/or classrooms must be fully vaccinated.

Carpool: To limit the number of individuals that enter the school, all drop off and pick up of children will be via carpool. **All parents and passengers three years old and up must wear a face mask during carpool and should have masks in place before entering the carpool line.**

Morning Carpool

- Morning carpool will begin at 8:15 am and end at 8:45 am.
- Carpool for all students except infants will be in the front of the building.
- As cars arrive and line up, staff members will take health screenings while children are still in the car.
- Teachers will help children out of their care and escort them to their classroom or playground.
- Families arriving after 8:45 will have to park and bring their child to the front door.
- Unless arranged in advance, children arriving after 10:00 will not be admitted to school.

Afternoon Carpool for Pre-K Classes

- Afternoon carpool for pre-k classes will begin at 3:00 pm and end promptly at 3:15.
- Afternoon carpool for pre-k classes will be at the back playground gate.
- Parents will be given a carpool number, which should be hung from the rearview mirror so that staff can see it.
- Teachers will put children into their car seat. Parents will then drive into the “buckle zone” to secure their child into the car seat.
- Any child not picked up by 3:15 will checked into aftercare.
- Parents with siblings should drive around to the front of the building and join afternoon carpool for other classes.

Afternoon Carpool for All Classes Except Pre-K & Infant

- Afternoon carpool for all other classes will begin at 3:15 pm and end promptly at 3:45.
- Afternoon carpool for all other classes will be in the front of the building.
- Parents will be given a carpool number, which should be hung from the rearview mirror so that staff can see it.
- Teachers will put children into their car seat. Parents will then drive into the “buckle zone” to secure their child into the car seat.
- Any child not picked up by 3:45 will checked into aftercare.

Infant Drop off/Pick up

- Morning drop off starts at 8:15 and ends at 8:45.
- Afternoon pick up starts at 3:15 and ends at 3:45.
- Drop off and pick for infants will be at the door on the side of the building near the coffee shop and front playground.
- Teachers will meet parents at the door, take health screenings and carry babies inside to the classroom.
- Bottles and baby food should be placed in a small cooler or bag to be carried in with the baby. Clean (but not sanitized) bottles will be placed back in the container and given to parents at pick up.
- The school will be unable to store car seats or strollers at the school.

Health Screenings:

- Screenings of staff and children will include temperature scan, assessment of condition, and a short questionnaire.
- A temperature of more than 100.4 degrees Fahrenheit or other obvious signs of illness will exclude the individual from school.
- Symptoms must be resolved for at least 72 hours before returning to school.
- All health policies of the school will be followed without exception.
- The school administration will reserves final determination for return to school.

Classroom Environment: The classroom environment will remain as warm and inviting as possible while following guidelines for illness prevention.

- For the first several weeks we will focus on re-entry to the school environment and developing classroom communities.
- We will maintain small ratios and each classroom group will not interact with other groups.
- We will keep classroom groups isolated as possible. However, children in the same age level (i.e. 2 preschool classrooms, 2 toddler classrooms, etc.) share bathrooms and may be on the playground at the same time.
- All meals will be eaten in classrooms and will be served by adults. We will use disposable dishes and utensils to prevent cross contamination.
- Children will be spread out as far as possible during napping and will have their own mat or cot, which is sanitized daily.

Children's Belongings: We understand that children love to bring personal items to school. However, please limit items from home as follows:

- No personal items, such as toys, books, backpacks, lunch boxes, snacks, etc. should be brought to school unless directed by classroom teachers.
- Each child should bring a water bottle or sippy cup on the first day of school clearly marked with their full name. These will live at school and be sanitized each day and as necessary throughout the day.

- Each child should have at least two full changes of weather appropriate clothing, including socks, in their cubbies (more if potty training). Teachers will send soiled clothing home each day and reminders to bring replacements.
- The school will provide sheets and blankets for nap time and will launder them at school.
- Children may keep a small lovey in their cubby for nap time if needed/desired.

Staff: The Willow School staff is exemplary and is dedicated to providing the best care and education for your child. The following procedures will apply to all staff members and any adult entering the building.

- All staff will go through health screening before entering the school.
- All staff will wear masks as per the mask policy and at any time that social distancing of at least 6' cannot be maintained.
- Staff will not come to work if ill (not COVID related).
- The use of outside substitute teachers will be as limited as possible.

In Case of COVID: All members of the school community must commit to transparent communication upon any illness presenting with COVID-19 symptoms. If a child, child's family member or a staff member is ill with symptoms and/or diagnosed with COVID-19 the following protocol will be followed.

If a child becomes sick at school

- If a child becomes sick while at school they will be isolated from the classroom in the lobby while waiting for a parent to pick them up.
- Parents should pick up children within one hour of notification that their child is ill.
- If the parent cannot pick up their child within the provided timeframe then the student's emergency contact will be notified and directed to pick up the child.
- The child should be seen by their physician to evaluate symptoms and for diagnosis if appropriate.
- The Health Policies in the Family Handbook will be followed without exception.
- Parents are responsible for notifying the school of any diagnosis as soon as possible.

If a school community member is diagnosed with COVID-19

- If a child, child's family member or staff person is diagnosed with COVID-19 the school will assess the level of exposure and close classrooms and/or the whole school 2-5 days for COVID testing, deep cleaning and assessment of possible contamination.
- The Dekalb Health Department will be notified and consulted as to the specific situation and guidance for reopening.
- The person or persons diagnosed shall not return to the school environment until COVID testing comes back negative and that person(s) are completely symptom and fever free (without the aid of fever reducing medication) for at least 72 hours.
- The school administration will have the final determination for reopening and reentry to the school environment based on guidance from the health department.

Cleaning and Sanitation (above and beyond normal procedures)

- The school will follow all guidelines concerning cleaning and sanitation as recommended by the CDC.
- All touch surfaces will be frequently sanitized throughout the day, including playground equipment.
- Due to sanitation concerns, all soft toys and dress up clothing will be removed from the classroom.
- Teachers and after hour cleaning staff will complete daily sanitizing of all toys/educational materials, surfaces, floors, bathrooms, classrooms, playgrounds and shared school spaces.